



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
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ARLINGTON VA 22243

IN REPLY REFER TO

NAVAIRINST 2090.1A  
AIR-8.0F  
13 Dec 95

NAVAIR INSTRUCTION 2090.1A

From: Commander, Naval Air Systems Command

Subj: POLICY GUIDANCE FOR "E" MAIL AND FLOOR BULLETIN BOARDS

1. Purpose. To promulgate policy guidance for the usage of "E" Mail and floor bulletin boards.
2. Cancellation. NAVAIRINST 2090.1. Since this is a major revision, changes are not indicated.
3. Discussion. The ability to communicate up, down, and across the chain of command is a vital part of the Concept of Operations for any enterprise. Effective communications must be timely, concise, accurate, and pertinent to the receiver. As the Naval Aviation Systems Team (TEAM) moves closer to a competency aligned organization and becomes more electronically oriented, there is an increased temptation to transmit both official and unofficial information via the easiest means; e.g., "E" Mail to ALLUSERS, rather than by the most appropriate way. Getting the word out is fully supported by all levels of the command, but dissemination of inappropriate or unwanted information creates loss of productivity through its generation, an unwarranted burden on the communications medium, and frustration for the receiver.
4. Objective. The objective of this policy guidance is to apply common sense and practicality in getting the right word to the right people in a timely and sensible manner. In no way is it intended to hinder open communications. As upgraded communications systems come on-line, the policy guidance will be reviewed and updated accordingly.
5. Applicability. The policy guidance contained herein on "E" Mail applies TEAM-wide and policy guidance on floor bulletin boards applies specifically to Jefferson Plaza Buildings One and Two (JP-1/2). Field activities are encouraged to adopt similar policy on floor bulletin boards (where applicable) for standardization.
6. Action. Effective immediately, the following policy guidance will be followed:

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a. "E" Mail is considered an official means of communications, and its principal use is to disseminate unclassified information that enhances one's ability for mission accomplishment or provides essential knowledge directly related to the work environment. "E" Mail may be sent to one person, multi-addressees by name or group, or to ALLUSERS. The latter is restricted to general announcements that apply to the large majority of receivers regarding command-sponsored events and health, safety, operations, and emergency issues (e.g., fire alarm testing, parking information, computer down time, Black History Month, Goshawk games, CFC Campaign). Unless approved by supervisory authority:

(1) Information Management (or site counterpart) will monitor "E" Mail for abuse.

(2) "ALLUSERS" mail will be sent to Administrative Services and Processes (7.2.5 sub-competency) for final approval and release.

b. The glass, locked display cases on each floor in JP-1/2 are multi-purpose; each will have a portion reserved for posting of official business items and a portion reserved for posting of unofficial notices. Regulations governing their use are as follows:

(1) Official bulletin boards will be used to post items of official interest including those from a U.S. Government source; those items officially endorsed by entities of the Department of Defense or Department of the Navy (e.g., CFC or Navy Relief); or published by an organization officially recognized by the Naval Air Systems Command (e.g., NAVAIR Recreation Association, Goshawk Games). No other items are authorized to be posted on the official portion of NAVAIR bulletin boards.

(2) Unofficial bulletin boards will be used to post only those unofficial notices that deal with matters likely to be of interest to a majority of the personnel assigned to the TEAM; there will be times when not all notices requested to be posted will be allowed due to the limited space available. The Commander, Naval Air Systems Command, reserves the right to refuse to post or remove notices that detract from good order and discipline, security of the command, or mission accomplishment.

(a) The following is an inclusive list of items authorized to be posted on unofficial bulletin boards, no other items are authorized to be posted:

-Personal advertisements for the one-time, private sale or rental (or requests to purchase or rent) of personal property (e.g., car, home, boat, computer). Commercial solicitations directly or on behalf of another party are prohibited.

-Requests or advertisements for personal transportation services (e.g., non-commercial van pools).

-Announcement or observances of significant personal events including only the following:

Retirements from military or federal service, hails/farewells to/from NAVAIR or components, wetting downs/promotion parties, wedding or baby showers, births, weddings, or funerals, former-employee death.

(b) The following guidance for unofficial notices is provided:

-Notices will be no larger than 6" X 6" or 65 percent reduction of a 8-1/2" X 11" size paper and be legible.

-Notices will have posting and removal dates, (maximum 2 weeks) and the requester's name/telephone number printed in the upper left corner.

-Notices will be taken down after 2 weeks or upon expiration, whichever is sooner, and immediately if posted in an improperly designated section.

-No business cards or commercial advertisements.

-No stapling is allowed.

(3) Posting and removal of unofficial notices will be controlled by the floor bulletin board point of contact (POC). Issues regarding application of paragraph 6b(2) will be resolved by the Executive Assistant.

(4) Corporate Operations (7.0 competency) is responsible for maintaining a master list of responsible AIR codes and POCs, and key issuance for the floor bulletin boards. Current listings will be promulgated via TEAMLINKS "E Mail."


(5) Human Resources (7.3 sub-competency) will coordinate with the floor bulletin board POCs to ensure their respective posted information is current.

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(6) POCs shall be volunteers or persons designated by the senior ranking occupant of the floor concerned. POCs shall be responsible for their assigned bulletin boards.

7. Review. Corporate Operations shall review annually the contents herein and provide recommendations for changes and deletions to the Commander.

  
J. T. ANDERSON  
Acting

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